

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Minor Conditional Use Permit for the Transfer of Development Rights:**

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**The owner of a parcel of land who transfers density allocated to his or her property shall prepare an affidavit of ownership and an affidavit of intent to transfer. The affidavits shall be filed with the Director of Planning at least 30 days prior to the submission of an application for development approval.**

**An application must be deemed complete and in compliance with the Monroe County Code by staff prior to the item being scheduled for review**

Conditional Use, Transfer of Development Rights Application Fee: \$1,239.00

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

**Date of Submittal:**           /        /         
                                 Month    Day    Year

**Applicant / Agent:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Sender Site Property Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

## APPLICATION

**Sender Site Legal Description:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	

**Receiver Site Property Owner:**

Name
Mailing Address (Street, City, State, Zip Code)
Daytime Phone

**Receiver Site Legal Description:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	

**Sender Site Land Use District Designation:** \_\_\_\_\_

**Receiver Site Land Use District Designation:** \_\_\_\_\_

**Sender Site Existing Land Use:** \_\_\_\_\_

**Receiver Site Existing Land Use:** \_\_\_\_\_

**Amount of Development Rights allocated to Sender Site (in units):** \_\_\_\_\_

**Amount of Development Rights to be transferred to Receiver Site (in units):** \_\_\_\_\_

**Have any development rights been previously transferred to or from either the sender or receiver sites?**  
Yes \_\_\_\_ No \_\_\_\_ If yes, please provide all development orders authorizing transfer.

**Has a previous application been submitted for this site within the past two years?** Yes \_\_\_\_ No \_\_\_\_

## APPLICATION

**All of the following must be submitted in order to have a complete application submittal:**

(Please check as you attach each required item to the application)

- ☐ **Complete application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership of sender and receiver sites (i.e. Warranty Deeds);**
- ☐ **Current Property Record Cards from the Monroe County Property Appraiser for sender and receiver sites;**
- ☐ **Location maps of sender and receiver sites;**
- ☐ **Copy of affidavit of ownership filed with Director of Planning;**
- ☐ **Copy of affidavit of intent to transfer filed with the Director of Planning;**
- ☐ **Signed and Sealed Boundary Survey of sender and receiver sites, prepared by a Florida registered surveyor – 6 sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Vegetative Study (or HEI if required) of sender and receiver sites;**
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the sender site.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the sender site and receiver site properties)
- ☐ **Any Letters of Understanding pertaining to the proposed transfer**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the minor conditional use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of plans shall be required prior to item being scheduled for commission review.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.